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# Example of Accounts Payable Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of accounts payable specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounts payable specialist

* Draft communications regarding Accounts Payable policies/procedures
* Run aging reports while handling multiple projects and assignment
* Enter Global Services, Americas Finance and other local office invoices
* Coding of invoices to appropriate general ledger account
* Prepare and process electronic transfers and payments twice a day
* Verify vendor invoices, check requests, employment reimbursement of registration renewal and tuition reimbursement for accuracy and proper approval
* Invoices are organized by type and due date and batched
* Responsible for verifying invoice entry for accuracy and approval for payment
* Responsible for recording all transactions on a daily spreadsheet with totals to be reported to the bank to ensure proper daily balancing
* Responsible for running monthly reports through the Accounts Payable system that assist various departments for budget and control purposes and also maintain compliance for auditing purposes

## Qualifications for accounts payable specialist

* Oracle R12 AP knowledge
* Fluency in English required, additional European languages are preferred (beneficial languages include, but not limited to, French, Spanish, German, Swedish)
* Proven experience in a corporate accounts payable environment
* Ability to adapt to and be successful in a fast paced and rapidly changing environment
* 2+ years of Accounts Payable and/or Bookkeeping experience
* Accounts Payable/Accounts Receivable/Bookkeeping